

CSC Adopted: October 2001 CSC Revised: _____**Class Title: Animal Caretaker****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Takes in unwanted animals and cares for them. Gives them food, water, and medication when necessary, and keeps kennels clean. Also assists the public with adoptions or finding lost pets.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	VH	Maintains kennels by scrubbing the floors and cages with disinfectant, sanitizing food and water bowls, discarding all refuse, and ensuring that outside walkways and runs are clean.
2	H	Cares for the animals needs by feeding, watering, walking, monitoring sick or injured animals and medicating, and euthanizing animals when necessary.
3	L	Assists the public by taking in unwanted animals, helping to select an animal for adoption, searching the kennel for a lost pet, collecting fees, and answering telephone inquiries.

CSC Adopted: October 2001 CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines. Level of knowledge equivalent to high school or equivalency.
Experience	One year in animal handling.
Certifications and Other Requirements	Valid Driver's License, Certification in Animal Euthanasia
Reading	Work requires the ability to read adoption contracts, registration cards, medical sheets or prescription dosage on medications, receipts for money, standard operating procedures, letters, memorandums, cage or kennel cards on animal.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write adoption contracts, quarantine and euthanasia paperwork as well as completing registration cards, paperwork, and time slips.
Managerial	N/A
Budget Responsibility	N/A.
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Normal tasks require use of definite procedures, with little deviation. Work requires little analysis or judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee.

CSC Adopted: **October 2001** CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy	Very Heavy X
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	Walking animals for exercise, cleaning or buffing floors of kennel, customer assistance
Sitting	R	Unfolding newspaper for kennels, meetings, working front desk
Walking	C	Inter-office, to/from kennel area, moving dogs to cages or kennel, walking animals for exercise, cleaning, customer assistance
Lifting	C	Animals, cages, supplies, tools, radio, food supplies, cans, boxes, trays, medications, newspaper, chemicals for cleaning, trash
Carrying	F	Animals, cages, supplies, tools, radio, food supplies, cans, boxes, trays, medications, newspaper, chemicals for cleaning, trash
Pushing/Pulling	F	Animals, cages, animal, push cart of trash to dumpster
Reaching	C	Animals, cages, supplies
Handling	C	Animals, cages, supplies, tools, radio, food supplies, cans, boxes, trays, medications, newspaper, chemicals for cleaning, trash
Fine Dexterity	F	Unfolding newspapers, writing, administering medications
Kneeling	F	To retrieve or reach for animal, cleaning or maintenance of kennel or shelter, moving boxes or food
Crouching	F	To retrieve or reach for animal, cleaning or maintenance of kennel or shelter, moving boxes or food
Crawling	R	Retrieval of animal
Bending	C	Lifting animals, cleaning or maintenance of kennel or shelter
Twisting	F	Lifting animals, cleaning or maintenance of kennel or shelter
Climbing	F	Stairs
Balancing	F	Dog trays, paper, carrying animals, cleaning kennel area
Vision	C	Reading, writing, observation, inspection, supervision of animals, surveillance of kennels and examination of sick or injured animals
Hearing	C	Co-workers, supervisor, health department personnel, general public, control officer, animal distress
Talking	F	Co-workers, supervisor, health department personnel, general public, control officer, animals
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001** CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Animal control or catch pole, leash, screwdrivers, bolt cutters, 2-way radio, floor buffer, power washer, scrub brushes and cleaning materials

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	W	Dirt and Dust	D	Office Environment	X
Chemical Hazards	D	Extreme Temperatures	S	Warehouse	--
Electrical Hazards	W	Noise and Vibration	D	Shop	--
Fire Hazards	W	Fumes and Odors	D	Vehicle	--
Explosives	N	Wetness/Humidity	D	Outdoors	X
Communicable Diseases	M	Darkness or Poor Lighting	S	Other (see 2 below)	X
Physical Danger or Abuse	D				
Other (see 1 below)	N				

(1)

(2) Animal Shelter, kennel environment

PROTECTIVE EQUIPMENT REQUIRED:

Goggles/eye protection, steel-toe boots, rubber boots, back brace, animal control or catch pole, radio, gloves-latex or rubber, animal handling gloves, face mask

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	C
Other (see 3 below)	N

(3)